Data Element Name	Data Element Format	Start Position	End Position	Element Description	Optional Mandated O/M	Values	Customer Data Element Name
SSNO	N9	1	9	A unique nine-digit number assigned by the Social Security Administration.	M	Employee SSNO	
AGENCY	A2	10	11	The first level of the organizational structure code used to identify the agency as defined by the National Finance Center.	M	For a list of valid values, see TMGT, Table 023, Agency/Bureau.	
ACCESSION-DATE	N6	12	17	The date the employee was hired.	M	Standard date edits. MMDDYY format. Date cannot be spaces or	
ACCESSION-NAT-OF-ACTN-CODE	N3	18	20	A code that identifies the nature of action under which the employee was hired.	M	For a list of valid values, see OPM Guide to Personnel Data Standards or TMGT, Table 061, Nature of Action Codes. Cannot be spaces or zeros. Must be a valid accession Nature of Action code.	
ACCESSION-PAY-PERIOD	N2	21	22	The pay period in which the employee was hired.	M	Two position numeric field. Valid values are "01" thru "27". This field is edited and stored to the Payroll/Personnel System and must be supplied.	
ACCESSION-YEAR	N2	23	24	The last two digits of the year that the employee was hired.	M	Standard year edits. YY format.	
LAST-APPNT-DATE- EFF	N6	25	30	The effective date of the last appointment, which does not have to be the same as the	M	Standard date edits. MMDDYY format.	

				accession date.		Date cannot be spaces or zeros.
LAST-APPNT-NAT- OF-ACTN-CODE	N3	31	33	The nature of action code for the last appointment, which may not have to be the same as the accession.	M	Cannot be spaces or zeros. Must be a valid Nature of Action code.
CURRENT-NAT-ACT- 1 ST -3-POS	N3	34	36	The current nature of action code before the Conversion to USDA action was processed.	M	Valid values for this field are spaces except when the last NOA is a correction, and then use 002.
						This NOAC will be stored on the database after the employee is paid in the Payroll Personnel System.
CURRENT-NAT-ACT- 2 ND -3-P0S	N3	37	39	The current nature of action code before the Conversion to USDA action was processed.	M	For a list of valid values, see OPM Guide to Personnel Data Standards or TMGT, Table 061, Nature of Action Codes.
						The following Nature of Action Codes is not allowed: 900 series, Awards, Separations, 730,731,732,810, 815,816 and 818.
						This NOAC will be stored on the database after the employee is paid in the Payroll Personnel System.
CURRENT-OPM- AUTHORITY-1 ST	A3	40	42	The first authority code that identifies the law, executive order, rule, regulation, or other basis that identifies the legal authority for the Nat-Act-1 st -3-Pos field.	M	For a list of valid values, see the OPM Guide to Personnel Data Standards.
CURRENT-OPM- AUTHORITY-2 ND	A3	43	45	The second authority code that identifies the law, executive order, rule, regulation, or other basis that identifies the legal authority for the Nat-Act-2 nd -3-Pos	M	If the NOAC requires a second authority, see the OPM Guide to Personnel Data Standards for valid values.

CURRENT-ACTN- DATE-EFF	N6	46	51	The effective date of the action processed BEFORE the Conversion to USDA.	M	Standard date edits. MMDDYY format.	
CURRENT-ACTN- DATE-VALID	N6	52	57	The authentication date of the action processed before the conversion to USDA.	M	Standard date edits. MMDDYY format.	

LAST-RECORD-WGI- DATE	N6	58	63	The service computation date for WGI.	0	Standard date edits. MMDDYY format. Enter spaces for the employees
EMPLOYEE-CEILING-INDICATOR	N1	64	64	Identifies special programs, which do not count against the agency's ceiling.	0	that do not receive a WGI. One position numeric field. Valid values are: 1 = Stay in School 2 = Summer Aid 3 = Worker Trainee 4 = Junior Federal Fellowship 5 = Cooperative Education 6 = Other Enter a space if this field does
ACCESSION-1 ST - AUTH-CODE	A3	65	67	The first authority code that identifies the law, executive order, rule, regulation, or other basis that identifies the legal authority for the accession.	M	not apply to the employee. For a list of valid values, see the OPM Guide to Personnel Data Standards. Relates to Positions 18-20. Cannot be spaces. Must be a valid accession authority.
ACCESSION-2 ND - AUTH-CODE	A3	68	70	The second authority code that identifies the law, executive order, rule, regulation, or other basis that identifies the legal authority for the accession.	M	For a list valid values, see the OPM Guide to Personnel Data Standards. Relates to Positions 18-20.

LAST-APPNT-1 ST - AUTH-CODE	A3	71	73	The first authority code that identifies the legal authority (the law, executive order, rule, regulation, etc.) for the appointment.	M	For a list of valid values, see the OPM Guide to Personnel Data Standards. Relates to Positions 31-33. Cannot be spaces. Must begin with 1, 2, 3, 4, or 5, or a valid alpha character as listed in the CPDF Guide to Personnel Data Standards.
LAST-APPNT-2 ND - AUTH-CODE	A3	74	76	The second authority code that identifies the legal authority (the law, executive order, rule, regulation, etc.) for the appointment.	M	For a list of valid values, see the OPM Guide to Personnel Data Standards. Relates to Positions 31-33.
FILLER	A4	77	80	Unused field.	M	SPACES

Notes:

- This process updates the NFC P/P database immediately and should be run the pay period following implementation prior to first pass of PINE.
- The current nature of action code before the Conversion to USDA action was processed must be a true NOA; that is not an agency defined 90* NOA, an award type or the following NOA 730,731,732,810, 815, 816 and 818.
- The records must be OPM official actions.